



Integrated Management Navigation System (I-MANAGE) Program Newsletter

Message from the I-MANAGE Program Manager

Chris Simpson

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During 2004, the Department's Finance and Accounting professionals face a number of significant challenges, including: accelerated Financial Statements; implementation of the A-76 Financial Services Study MEO; deployment of the I-MANAGE Standard Accounting and Reporting System (STARS) and Data Warehouse (IDW) by October 1; and, clean-up of the old accounting system in preparation for a transfer of records and files to the new system, followed by an orderly shut-down and close-out of DISCAS/MARS. I'm grateful for the hard work and support we've received from our finance and accounting personnel, as well as program and staff office personnel supporting I-MANAGE over the last year. Moving forward, we will only succeed if we continue to work together and communicate early and often as issues arise. As part of this strategy, the I-MANAGE team plans to publish the I-MANAGE Newsletter monthly focusing on topics of high interest to the business community.

Highlights of Program Activities

The Department has recognized the critical need to formally manage proposed investments in DOE business systems from a corporate, integrated perspective. On January 20, 2004 Deputy Secretary Kyle McSlarrow signed the [*DOE Business Systems Configuration Management Plan*](#) to establish this process. The Configuration Management (CM) policy, developed jointly by the Office of Management, Budget and Evaluation (OMBE) and Office of Chief Information Officer (CIO), will ensure greater visibility and control over investments in DOE business systems by providing a systematic process to manage such investments. CM ensures that important reasons exist for proposed system changes or new business systems development, that all implications are clearly delineated and considered, and that an "audit trail" is maintained regarding configuration evolution. CM also reduces overlap and redundancy in systems development efforts and integrates DOE business management and administrative systems with respect to functions and data.

An effort of equally high importance for the I-MANAGE Program is the Department's initiative to strengthen the management of its information technology resources by developing an [*Enterprise Architecture \(EA\)*](#). The DOE EA will follow the Office of Management and Budget (OMB) Federal Enterprise Architecture (FEA) model currently under development. The FEA model is entirely business-driven and will provide a business-based framework for Government-wide improvement of Information Technology Investments. For additional information, visit the I-MANAGE website at [*OMBE EA Initiative*](#), or contact Lajos Grof-Tisza, the I-MANAGE Enterprise Architecture Manager.

I-MANAGE Program activities include responsibility for ensuring that new systems are adequately tested and meet established standards. To address this need, a [*Quality Assurance \(QA\) and Quality Control \(QC\) Testing Strategy*](#) was developed to ensure a consistent and auditable approach to system testing. As a guide for system integrators and project managers, a Program Test Plan was prepared outlining steps for an effective approach to systems testing that should be exercised throughout the systems life cycle. In addition, an [*I-MANAGE Software Quality Assurance \(SQA\) Plan*](#) was developed and the plan describes the quality assurance process. For additional information on this effort contact Rob Briede, the I-MANAGE Test Quality Assurance Manager.

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As announced in the last newsletter, the I-MANAGE Executive Steering Committee authorized the creation of a *senior level Policy Working Group on Cost Accounting*, chaired by Chris Simpson, to review the Department's organizational and cost accounting requirements. The Working Group will convene for its first meeting in early February. At the meeting, a presentation will be provided on the Department's organizational cost accounting structure to further discuss the decision that STARS will provide managerial cost accounting. The Working Group will review requirements and make a recommendation on the structure and use of cost accounting by the Department.

Highlights of Project Initiatives

The *Standard Accounting and Reporting System (STARS)* Project Team continues to aggressively work on scheduled project tasks. With the announcement of the Financial Services A-76 results, the Project Team is assessing the impact the new financial services provider organization may have on the existing system configuration. Project Team efforts are currently centered on Systems Module and Integration Testing that began in October 2003 and will continue through March 2004. Module testing will encompass Accounts Payable, Accounts Receivable, Purchasing (for funds control), General Ledger and Fixed Assets. System Integration Tests focus on functionality between modules. Development work continues on data conversions, system interfaces, and reports, as well as on training materials and documentation. As part of the STARS Certification and Accreditation process, the Project Team is engaged in completing an initial risk assessment and drafting an IT Security Plan.

To facilitate a smooth transition to STARS, the I-MANAGE STARS Implementation Team will be conducting interviews to assess the impact of STARS on the DOE community. Information obtained from these interviews will also be used to improve the STARS communications and training strategies. Specific information regarding this effort was disseminated in a memorandum issued by the Acting Director OMBE/CFO, James Campbell, and the CIO, Rosita Parkes on February 5, 2004, and is available on the web at: [*Assessment of Change Management Needs for the I-MANAGE STARS Implementation*](#).

The successful migration of reliable financial data from DISCAS to STARS is dependent upon the completion of tasks outlined in the I-MANAGE Integration Team's Plan of Actions and Milestones transmitted to the Field CFOs on November 14, 2003 by James Campbell. Each office's progress towards verifying the integrity of general ledger balances and other data contained in DISCAS is being tracked by Mary Lynch along with progress of actions contained in the Integration Team's *Accounting Transition Plan*. Please note that Mary's e-mail address has changed. The status reports should be sent to Mary.Lynch@hq.doe.gov. Questions concerning the status reports may be directed to her e-mail address or you may contact her directly at (720) 962-7520.

On January 28, 2004, the I-MANAGE team held a *Financial Management Systems Improvement Council (FMSIC) / STARS Conference Call* to provide an overview of the STARS Project Status and Plans, with the focus on Integrated Contractor Financial and Information Technology (IT) requirements for the new system. Financial and information technology representatives from 31 of the Department's major contractor organizations, along with financial and project representatives from 6 Field Offices and Headquarters participated in the call.

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The agenda for the conference call was developed using topics and questions submitted to the STARS Project Office from the contractor community. The purpose of the call was to answer contractor-submitted questions and relay time-critical information ensuring that specific financial business systems requirements and IT infrastructure data transfer processes were sufficiently addressed to allow the Integrated Contractors to meet required milestone dates for interfacing with STARS. Topics covered included: the proposed format for the file transfer feeds from the Integrated Contractor systems to STARS; the proposed data transfer method for the interface files to be transferred over DOENet or the Internet; Crosswalk status on proposed values for the Accounting FlexField (AFF); and status on Standard General Ledger (SGL) balancing and combination edits, including status on the conversion of legacy values to STARS values. Testing of Integrated Contractor files is scheduled to begin in April 2004, with the requirement for October data to be provided in the new proposed layout. For additional, more detailed information on this subject, visit the I-MANAGE and STARS websites, and access [Frequently Asked Questions \(FAQs\)](#) for specific responses to previously received inquiries from the Integrated Contractor community.

The *I-MANAGE Data Warehouse (IDW)* Project Team is on track for completing the Data Warehouse Baseline Design by March 31, 2004. The IDW design will provide the capability to capture data from multiple transactional systems, and then consolidate, aggregate and index the data based on pre-determined criteria. The aggregated data will be provided at multiple levels so different views of the data are readily available for different purposes. The IDW will also provide the capability for executives and managers to configure a “dashboard” with specific data and levels of information they wish to review, analyze, and monitor on a regular basis; and as a result, will have access to timely business information.

The Team has also initiated efforts to develop an I-MANAGE Portal providing a straightforward way for users to access business information and pre-formatted reports from the Data Warehouse. The Data Warehouse Portal Team is developing a prototype that will demonstrate conceptually how the Portal will work and a prototype is planned for mid-March to gather additional comments for final design and development. It is envisioned that the Portal will provide a one-stop-shop website for I-MANAGE users to view and obtain business information from their desktops.

During the first quarter of FY 2004, the I-MANAGE Program Management Office developed the Acquisition Strategy Document for the *Standard Budget System (SBS)* Project. This document satisfies a key requirement of DOE Order 413.3, Program and Project Management for the Acquisition of Capital Asset, and allows the SBS Project Team to begin evaluating potential COTS/GOTS solutions for the SBS. The evaluations will include live test demonstrations of budget software functionality, and will be scheduled during the next several weeks. Participation by SBS Team members is critical to these evaluations, so SBS Team members will be notified well in advance of scheduled demonstrations. Concurrently, the I-MANAGE PMO will develop the more detailed, execution-oriented Acquisition Plan, also required by Order 413.3. These key activities will position the I-MANAGE Team to recommend the best-fit SBS software solution to the Executive Steering Committee by March 31, 2004.

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The *Corporate Human Resource Information System (CHRIS)* Project Team implemented a number of system enhancements to include the capability for employees to change benefits on-line during open season and mass-pay adjustments for GS and SES employees. The Project has also actively supported recent reorganizations with the necessary adjustments to access. The next round of modifications will include an interface to STARS that the team is currently testing, and the Quick Hire product QuickClass to support Departmental re-organizations with additional automated classification support. CHRIS recently upgraded to PeopleSoft tools software version 8.2.

FY 2004 Funds for the *E-Procurement* project initiative have now been allocated, and as a result, a new project plan is being developed to reflect initial start-up activities to be completed this year. To assist with defining specific business processes, Departmental sub-teams will be formed to address requirements, and organizations will be contacted in the next 30 days to provide a representative. If organizations would like to submit names of individuals earlier, information should be provided to Doug Baptist, the E-Procurement Project Manager.

For the government-wide *Grants.gov* initiative, the DOE Project Team has completed the development of a standard announcement template for the Department's Industry Interactive Procurement System (IIPS). Use of the template will aid the Department in transitioning to the OMB required announcement format. The template was employed by DOE during the launch of Grants.gov "Apply" module. DOE is transmitting 100% of its discretionary grant opportunity notices to Grants.gov via IIPS and is scheduled to receive its first submission of applications via the Grants.gov "Apply" module in March 2004.

The *Department's E-Travel (eTS)* initiative will coordinate with the GSA managed e-Gov project, eTS, an end-to-end travel service including travel planning, reservations and vouchering. The government-wide eTS project is part of the egov portfolio led by OMB and has awarded contracts to three solution providers under the master contract. The eTS project just completed the required IV&V testing and the three service providers are testing to achieve initial operating approvals before signing contracts with any Federal agencies. The next major milestone for DOE is to complete a migration plan by the end of March. DOE's migration planning will be coordinated with the recent winning MEO from the Financial Services A-76 Study, since the MEO included the current Travel Manager operations as part of its design. Current plans are to continue the Foreign Travel Management System (FTMS). The Department plans to roll-out the eTravel solution nationwide in FY 2006.

The *Integrated Document Management System (IDMS)* has initiated high level project planning for an integrated document and records management system that covers the full lifecycle of documents in all sizes and formats for records. This would include photographs, videos, blueprints and engineering drawings, in addition to more traditional documents. The proposed DOE-wide system will also include FOIA and Controlled Correspondence. Specific deliverables being developed include a Mission Need Statement, high level requirements, alternatives and benefit/cost analyses, communications plan, change management strategy, acquisition strategy, performance metrics and risk mitigation plan. Results of the high level planning will be presented to the I-MANAGE Executive Steering Committee in March.

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Cyber Security – Certification and Accreditation

Certification and Accreditation (C&A) activities for *STARS* continue to move forward as planned. An independent security self-assessment has been performed using the standard NIST 800-26 questionnaire. A risk assessment has been completed, and results are currently being analyzed by the ME Cyber Security (CS) team.

C&A activities for the *IDW* have been put on hold until the Design Phase is completed. The IDW Team will be able to leverage from lessons learned on the STARS C&A process, and as a result, the IDW effort should require less time to complete.

CHRIS C&A activities continue to move forward. A security self-assessment, risk assessment, and initial draft security plan have been completed. Results of these efforts are currently being analyzed by the ME CS team. The C&A completion date has been delayed because of limited resources on the CS team and the need to focus resources on the STARS & IDW C&A to ensure these systems are implemented on schedule. A new date has not been established.

Thank you for your interest in the Newsletter. We invite you to visit the I-MANAGE Program website for additional information and welcome your comments and suggestions.

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Program and Project Sites:

<http://www.mbe.doe.gov/ME2-5/I-MANAGE/INDEX.HTM>

<http://www.STARS.doe.gov>

<http://www.me.doe.gov/STARS>

<http://CHRIS.inel.gov>

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